



# ACHIEVEMENT IN MONTANA

## Quick Reference Guide

### STUDENT DEMOGRAPHIC – FILE UPLOAD

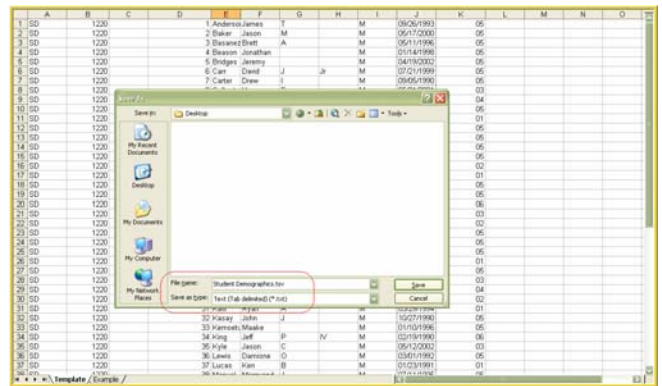
#### SETUP OF STUDENT DEMOGRAPHIC FILES (METHOD 1)

In your local Student Information System, select the correct extract file for the Student Demographic data using instructions provided by your Vendor.

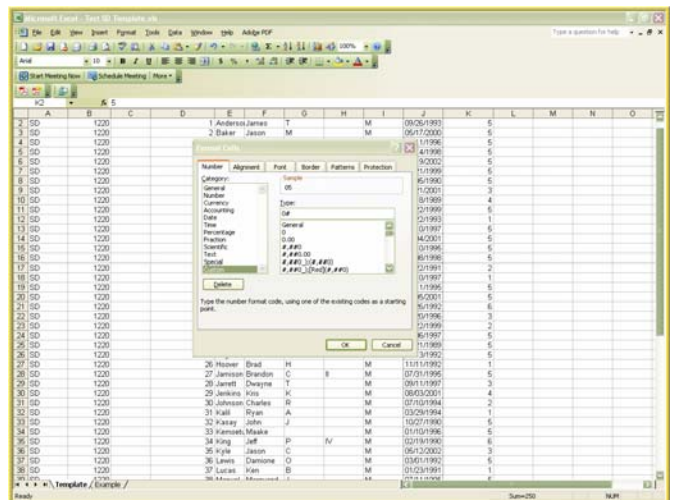
Save the file to your desktop, or another convenient location.

If the file is in Excel format, open file, verify that columns are formatted correctly (leading zeros where appropriate), and change *Save as Type* to Text (Tab delimited)(\*.txt).

The file name must be followed by the extension \*.tsv (the file naming conventions have been removed).



**\*HINT:** To format columns requiring zero padding (*Race/Ethnicity*) highlight column and right click. Select **Format Cells**. On the *Number* tab, click **Custom**. Enter 0# (number zero and pound sign). Click **OK**.





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## Quick Reference Guide

### STUDENT DEMOGRAPHIC – FILE UPLOAD

#### SETUP OF STUDENT DEMOGRAPHIC FILES (METHOD 1)

If the file is in Text (Tab delimited format), open the file and verify column formats, including *Record Type* and *District Number*.

File	Edit	Format	New	Help	ID	Date	District	Name	Sex	Birth Date	District Number
					1	09/26/1993	01	Anderson James T	M	09/26/1993	01
					2	01/21/2000	01	Baker Jason M	M	01/21/2000	01
					3	01/21/1996	01	Belmont Brett A	M	01/21/1996	01
					4	02/24/1998	01	Benson Jonathan	M	02/24/1998	01
					5	04/23/2002	01	Bridges Jeremy	M	04/23/2002	01
					6	07/21/1999	01	Carr David J	3r	07/21/1999	01
					7	09/01/1990	01	Carter Drew J	M	09/01/1990	01
					8	01/21/2003	01	Colbert Karyn B	M	01/21/2003	01
					9	10/28/1989	04	Cooper Dale A	M	10/28/1989	04
					10	07/22/1999	01	Curry Donna J	M	07/22/1999	01
					11	01/22/1993	01	Davis Thomas M	M	01/22/1993	01
					12	01/20/1997	01	DeThorne Jake J	M	01/20/1997	01
					13	01/20/2001	01	DeThorne Curtis C	M	01/20/2001	01
					14	01/20/1995	01	Denny Patrick W	M	01/20/1995	01
					15	07/08/1998	01	Dogg Nelli E	M	07/08/1998	01
					16	09/22/1992	02	Faust Christian D	M	09/22/1992	02
					17	01/21/1995	01	Forster DeShawn W	M	01/21/1995	01
					18	01/21/1995	01	Gamble Chris A	M	01/21/1995	01
					19	01/01/2003	01	Gibson Gary C	III	01/01/2003	01
					20	05/24/1992	06	Gottling Wils C	M	05/24/1992	06
					21	07/20/1994	02	Gross Jordan M	M	07/20/1994	02
					22	04/22/1999	02	Hargartner Geoff J	M	04/22/1999	02
					23	08/06/1997	01	Hartwig Corti P	M	08/06/1997	01
					24	11/21/1989	01	Hartwig Justin D	M	11/21/1989	01
					25	01/21/1992	01	Haynes Alex M	M	01/21/1992	01
					26	11/21/1991	01	Holover Brad M	M	11/21/1991	01
					27	09/21/1997	01	Jamison Brandon C	II	09/21/1997	01
					28	09/21/1997	01	Jarrett Wayne T	M	09/21/1997	01
					29	08/02/2001	04	Jenkins Kris E	M	08/02/2001	04
					30	07/20/1994	02	Jordan Charles L	M	07/20/1994	02
					31	01/29/1994	01	Kallil Ryan A	M	01/29/1994	01
					32	11/21/1999	01	Karay John J	M	11/21/1999	01
					33	02/20/1996	01	Komatsu Masae P	IV	02/20/1996	01
					34	01/21/2002	01	King Jeff P	M	01/21/2002	01
					35	01/21/2002	01	Kyle Jason C	M	01/21/2002	01
					36	01/21/1992	01	Levit Quintana D	M	01/21/1992	01
					37	07/21/1995	01	Lucas Ken M	M	07/21/1995	01
					38	07/21/1995	01	Marshall Marquand J	M	07/21/1995	01
					39	11/01/1997	04	Marshall Richard D	M	11/01/1997	04
					40	11/01/1997	01	Mattila Evan M	M	11/01/1997	01
					41	11/01/1997	01	McClower Stanley J	M	11/01/1997	01
					42	11/01/1997	01	Melton Lawrence J	M	11/01/1997	01
					43	08/09/1993	01	Moore Matt M	M	08/09/1993	01
					44	11/20/1993	06	Moorehead Kinda C	M	11/20/1993	06
					45	11/21/1990	03	Morgan Dan M	M	11/21/1990	03
					46	02/24/1999	04	Ostale Frank M	3r	02/24/1999	04
					47	11/21/1990	01	Repper Julius D	M	11/21/1990	01
					48	10/21/1994	01	Robinson Ryan M	M	10/21/1994	01
					49	07/28/2003	01	Rosario Dante A	M	07/28/2003	01
					50	01/21/1995	01	Ruster Mike A	M	01/21/1995	01
					51	01/21/1995	01	Salley Nate M	M	01/21/1995	01
					52	01/21/1995	01	Seward Adam B	M	01/21/1995	01
					53	01/21/1997	01	Shaw Tim M	M	01/21/1997	01
					54	01/21/2000	01	Smith Steve M	M	01/21/2000	01
					55	11/21/1999	01	Talbot Quinlan F	M	11/21/1999	01
					56	01/21/1994	01	Testaverde Vinny J	M	01/21/1994	01
					57	03/29/1994	01	White Mike M	M	03/29/1994	01
					58	01/01/1994	04	Wesley Dante M	M	01/01/1994	04
					59	01/29/1992	04	Wharton Travette T	M	01/29/1992	04
					60	04/21/1999	01	Williams Deangelo E	M	04/21/1999	01
					61	04/21/1990	01	Wilson Christopher J	M	04/21/1990	01

If it has not been done, insert the Header Row:  
**HD tab Date (MM/DD/YYYY) tab Hour (HH:MM:SS) tab Version (MT2.0)**

Save the file using file name format indicated above and return to the Infinite Campus system.

File	Edit	Format	New	Help	ID	Date	District	Name	Sex	Birth Date	District Number
					1	09/26/1993	01	Anderson James T	M	09/26/1993	01
					2	01/21/2000	01	Baker Jason M	M	01/21/2000	01
					3	01/21/1996	01	Belmont Brett A	M	01/21/1996	01
					4	02/24/1998	01	Benson Jonathan	M	02/24/1998	01
					5	04/23/2002	01	Bridges Jeremy	M	04/23/2002	01
					6	07/21/1999	01	Carr David J	3r	07/21/1999	01
					7	09/01/1990	01	Carter Drew J	M	09/01/1990	01
					8	01/21/2003	01	Colbert Karyn B	M	01/21/2003	01
					9	10/28/1989	04	Cooper Dale A	M	10/28/1989	04
					10	07/22/1999	01	Curry Donna J	M	07/22/1999	01
					11	01/22/1993	01	Davis Thomas M	M	01/22/1993	01
					12	01/20/1997	01	DeThorne Jake J	M	01/20/1997	01
					13	01/20/2001	01	DeThorne Curtis C	M	01/20/2001	01
					14	01/20/1995	01	Denny Patrick W	M	01/20/1995	01
					15	07/08/1998	01	Dogg Nelli E	M	07/08/1998	01
					16	09/22/1992	02	Faust Christian D	M	09/22/1992	02
					17	01/21/1995	01	Forster DeShawn W	M	01/21/1995	01
					18	01/21/1995	01	Gamble Chris A	M	01/21/1995	01
					19	01/01/2003	01	Gibson Gary C	III	01/01/2003	01
					20	05/24/1992	06	Gottling Wils C	M	05/24/1992	06
					21	07/20/1994	02	Gross Jordan M	M	07/20/1994	02
					22	04/22/1999	02	Hargartner Geoff J	M	04/22/1999	02
					23	08/06/1997	01	Hartwig Corti P	M	08/06/1997	01
					24	11/21/1989	01	Hartwig Justin D	M	11/21/1989	01
					25	01/21/1992	01	Haynes Alex M	M	01/21/1992	01
					26	11/21/1991	01	Holover Brad M	M	11/21/1991	01
					27	09/21/1997	01	Jamison Brandon C	II	09/21/1997	01
					28	09/21/1997	01	Jarrett Wayne T	M	09/21/1997	01
					29	08/02/2001	04	Jenkins Kris E	M	08/02/2001	04
					30	07/20/1994	02	Jordan Charles L	M	07/20/1994	02
					31	01/29/1994	01	Kallil Ryan A	M	01/29/1994	01
					32	11/21/1999	01	Karay John J	M	11/21/1999	01
					33	02/20/1996	01	Komatsu Masae P	IV	02/20/1996	01
					34	01/21/2002	01	King Jeff P	M	01/21/2002	01
					35	01/21/2002	01	Kyle Jason C	M	01/21/2002	01
					36	01/21/1992	01	Levit Quintana D	M	01/21/1992	01
					37	07/21/1995	01	Lucas Ken M	M	07/21/1995	01
					38	07/21/1995	01	Marshall Marquand J	M	07/21/1995	01
					39	11/01/1997	04	Marshall Richard D	M	11/01/1997	04
					40	11/01/1997	01	Mattila Evan M	M	11/01/1997	01
					41	11/01/1997	01	McClower Stanley J	M	11/01/1997	01
					42	11/01/1997	01	Melton Lawrence J	M	11/01/1997	01
					43	08/09/1993	01	Moore Matt M	M	08/09/1993	01
					44	11/20/1993	06	Moorehead Kinda C	M	11/20/1993	06
					45	11/21/1990	03	Morgan Dan M	M	11/21/1990	03
					46	02/24/1999	04	Ostale Frank M	3r	02/24/1999	04
					47	11/21/1990	01	Repper Julius D	M	11/21/1990	01
					48	10/21/1994	01	Robinson Ryan M	M	10/21/1994	01
					49	07/28/2003	01	Rosario Dante A	M	07/28/2003	01
					50	01/21/1995	01	Ruster Mike A	M	01/21/1995	01
					51	01/21/1995	01	Salley Nate M	M	01/21/1995	01
					52	01/21/1995	01	Seward Adam B	M	01/21/1995	01
					53	01/21/1997	01	Shaw Tim M	M	01/21/1997	01
					54	01/21/2000	01	Smith Steve M	M	01/21/2000	01
					55	11/21/1999	01	Talbot Quinlan F	M	11/21/1999	01
					56	01/21/1994	01	Testaverde Vinny J	M	01/21/1994	01
					57	03/29/1994	01	White Mike M	M	03/29/1994	01
					58	01/01/1994	04	Wesley Dante M	M	01/01/1994	04
					59	01/29/1992	04	Wharton Travette T	M	01/29/1992	04
					60	04/21/1999	01	Williams Deangelo E	M	04/21/1999	01
					61	04/21/1990	01	Wilson Christopher J	M	04/21/1990	01





# ACHIEVEMENT IN MONTANA

## Quick Reference Guide

### STUDENT DEMOGRAPHIC – FILE UPLOAD

#### SETUP OF STUDENT DEMOGRAPHIC FILES (METHOD 2)

Students previously enrolled in a Montana district already have existing State Student ID Numbers.

To find State Student ID numbers or to create a current identity for newly enrolled students, follow the instructions below.

Open the Excel Template for Student Demographics.

*See Excel Template for Student Demographics*

Enter the data elements for each enrolling student.

Delete the Header Row.

Save the Excel file as a Text (Tab delimited)(\*.txt) file with the extension \*.tsv.

Student ID	District	Student's Local ID	Last Name	First Name	Middle Name	Suffix	Gender	Birth Date	Race & Ethnicity
1	SD	1220	Anderson	James	T		M	06/26/1993	05
2	SD	1220	Baker	Jason	M		M	06/17/2000	05
3	SD	1220	Bassano	Brett	A		M	06/11/1996	05
4	SD	1220	Bassano	Jonathan			M	01/14/1998	05
5	SD	1220	Bridges	Jeremy			M	04/19/2002	05
6	SD	1220	Carr	David	J	A	M	07/21/1999	05
7	SD	1220	Carter	Drew	I		M	06/05/1990	05
8	SD	1220	Colburn	Henry	D		M	06/21/2001	03
9	SD	1220	Cooper	Duke	A		M	10/18/1989	04
10	SD	1220	Curry	Conor	J		M	07/22/1998	05
11	SD	1220	Davis	Thomas	M		M	03/22/1993	01
12	SD	1220	Delhomme	Jake	J		M	01/10/1997	05
13	SD	1220	Delaney	Carla	C		M	10/04/2001	05
14	SD	1220	Dendy	Patrick	W		M	03/10/1995	05
15	SD	1220	Dugg	Naila	K		M	01/05/1998	05
16	SD	1220	Faulstich	Christian	D		M	06/22/1991	02
17	SD	1220	Foster	Debra	W		M	01/10/1997	01
18	SD	1220	Gamble	Chris	A		M	03/11/1995	05
19	SD	1220	Gibson	Gary	V	B	M	06/05/2001	05
20	SD	1220	Ginsburg	Mark	S		M	01/25/1992	05
21	SD	1220	Gross	Jordan	R		M	07/20/1996	03
22	SD	1220	Hargrett	David	J		M	04/27/1999	02
23	SD	1220	Harris	Chris	P		M	08/08/1997	05
24	SD	1220	Harling	Justin	D		M	11/21/1989	05
25	SD	1220	Haynes	Alex	K		M	02/13/1992	05
26	SD	1220	Howser	Brad	H		M	11/11/1992	01
27	SD	1220	Jamison	Brandon	C		M	07/21/1994	05
28	SD	1220	Jamell	Deanne	T		M	06/11/1997	03
29	SD	1220	Jenkins	Kris	K		M	06/03/2001	04
30	SD	1220	Johnson	Charles	B		M	07/10/1994	02
31	SD	1220	Kail	Ryan	A		M	03/29/1994	01
32	SD	1220	Kinney	John	J		M	10/27/1990	05
33	SD	1220	Kinnels	Mailee	J		M	01/10/1996	05
34	SD	1220	King	Jeff	B	N	M	02/18/1990	06
35	SD	1220	Kyle	Jason	C		M	06/12/2002	03
36	SD	1220	Lavelle	Therese	D		M	01/23/1991	03
37	SD	1220	Laurie	Kim	B		M	01/23/1991	03
38	SD	1220	Lewis	Therese	C		M	01/23/1991	03

Save As dialog box showing the file name 'Student Demographics.tsv' and the file type 'Text (Tab delimited) (\*.tsv)'.



## STUDENT DEMOGRAPHIC – FILE UPLOAD

## SETUP OF STUDENT DEMOGRAPHIC FILES (METHOD 2)

Open the \*.tsv file and enter the Header Row:

**HD** *tab* **Date** (MM/DD/YYYY) *tab* **Hour** (HH:MM:SS) *tab* **Version** (MT2.0).

Save the file and return to Infinite Campus.

C:\Users\james\Desktop									
File Name									
Date									
HD	05/08/2008	12:00:00	MT2-0						
10	12:10		Anderson James T	M	05/24/1993	05			
10	12:10	2	Baker Jason M	M	05/17/2000	05			
10	12:10	3	Basawee Brett A	M	07/31/1999	05			
10	12:10	4	Begson Jonathan	M	08/24/1998	05			
10	12:10	5	Bright Jeremy	M	04/23/2000	05			
10	12:10	6	Carr David J	Jr	06/07/1995	05			
10	12:10	7	Carter Drew I	M	07/29/2000	05			
10	12:10	8	Colbert Warren C	M	05/17/2001	05			
10	12:10	9	Copper Seth A	M	02/28/1999	04			
10	12:10	10	Courtney Dante J	M	07/22/1995	05			
10	12:10	11	Curtis Thomas H	M	07/22/1999	05			
10	12:10	12	Detachot Curtis C	M	10/04/2001	05			
10	12:10	13	Denny Kristin V	M	03/20/1999	05			
10	12:10	14	Diligi Ma-li H	M	07/09/1999	05			
10	12:10	15	Duffy Christian	M	07/21/1992	05			
10	12:10	16	Forster Debra W	M	03/20/1995	05			
10	12:10	17	Gault Chris A	M	03/21/1991	05			
10	12:10	18	Gilson Gary V	III	05/07/2001	05			
10	12:10	19	Goringe W.C. S	M	05/26/1999	05			
10	12:10	20	Griffin James	M	07/20/1999	05			
10	12:10	21	Gross Jordan R	M	07/20/1999	05			
10	12:10	22	Hammertree Geoff J	M	08/02/1999	05			
10	12:10	23	Harris Curtis P	M	08/09/1997	05			
10	12:10	24	Hartwig Justin D	M	11/21/1989	05			
10	12:10	25	Haynes Alex K	M	02/13/1992	05			
10	12:10	26	Heiser Brad M	M	03/21/1992	05			
10	12:10	27	Jamison Brandon C	II	07/17/1995	05			
10	12:10	28	Jarrett Wayne T	M	08/27/1997	05			
10	12:10	29	Jenkins Kris E	M	08/02/2001	04			
10	12:10	30	Johson Charles R	M	07/20/1994	05			
10	12:10	31	Kallit Ryan A	M	05/27/1996	05			
10	12:10	32	Kearney John J	M	10/27/1998	05			
10	12:10	33	Klein Michael J	M	05/27/1999	05			
10	12:10	34	Kling Jeff A	IV	02/26/1990	06			
10	12:10	35	Kylin Jason C	M	07/21/1992	05			
10	12:10	36	Lewis Cantone C	M	03/02/1992	05			
10	12:10	37	Lucas Ken P	M	12/21/1992	05			
10	12:10	38	Manuel Marquand J	M	05/27/1995	05			
10	12:10	39	Marshall Richard D	M	10/22/1997	04			
10	12:10	40	Martins Evan M	M	11/30/1985	05			
10	12:10	41	McCluer Stanley Z	M	05/12/1999	05			
10	12:10	42	Melton Terrence J	M	10/20/1992	05			
10	12:10	43	Moore Matt	M	08/09/1997	05			
10	12:10	44	Morrhead Linda C	M	05/24/1993	05			
10	12:10	45	Morgan Dan	M	05/29/1995	04			
10	12:10	46	Oxleye Frank M	Jr	11/21/1990	05			
10	12:10	47	Reggers Juliet O	M	08/26/1999	05			
10	12:10	48	Rossini Gante	M	10/21/1994	04/1992	05		
10	12:10	49	Ruster White A	M	02/19/2005	05			
10	12:10	50	Sailey Wade H	M	05/20/1995	05			
10	12:10	51	Schall Alan H	M	05/20/1995	05			
10	12:10	52	Shen Tina M	M	03/27/1997	05			
10	12:10	53	Shen Steven A	M	04/21/2000	05			
10	12:10	54	Smith Goulson R	M	05/09/2002	05			
10	12:10	55	Tenigawa Vinney J	M	01/29/1994	05			
10	12:10	56	Wesley Game T	M	04/05/1994	04			
10	12:10	57	Wharton Travella T	M	05/29/1992	04			
10	12:10	60	William Georgeo B	M	04/21/1999	09			



### STUDENT DEMOGRAPHIC – FILE UPLOAD

#### UPLOADING THE STUDENT DEMOGRAPHIC FILE

Choose the 07-08 year and a school from the **Campus Toolbar**.

From the Index, expand the **MT State Reporting** outline by clicking on the plus (+) sign.

Select **MT Data Upload**.



From *Import Type*, select *Student Demographics*.

From *Work to Perform*, select *Validate and Test File*.

**Browse** for the file and click **Upload**.



An **Import Results Summary** page will appear.

Correct any data errors listed and re-test the file upload.

When the upload file is free of errors, change *Work to Perform* to *Load Partial File*.

Click **Upload**.



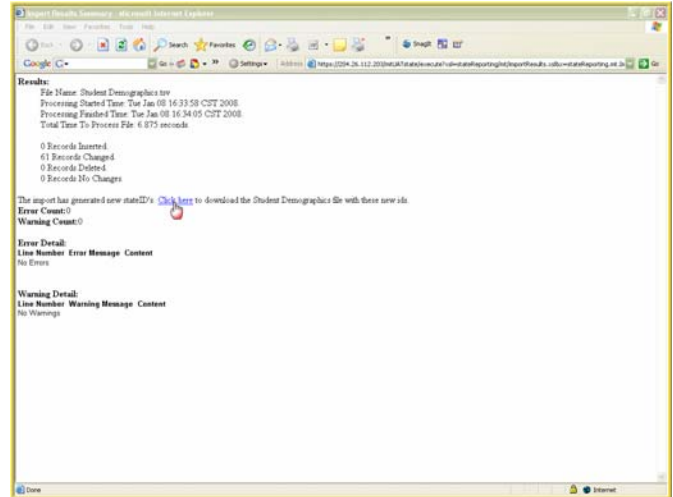


### STUDENT DEMOGRAPHIC – FILE UPLOAD

#### UPLOADING THE STUDENT DEMOGRAPHIC FILE

Follow the instructions on the results page to save the State Student ID numbers.

**NOTE:** Student's will not appear in your district, or in the **Student Locator**, until an enrollment record is created for them. It is important to upload student enrollments immediately after uploading Student Demographics, to ensure that duplicate state student IDs are not created.



Use this file to upload the new State ID's to your local student information system.

Upload the Student Enrollment file upload to complete the process.